

High School to College and Career Pathway: Secondary

Area of Study: Business Education

Pathway: Accounting & Finance

Middle School		State Requirements			High School Suggested Education Plan				College & Careers
7 th Grade	8 th Grade	Middle School		High School	9 th Grade Suggested	10 th Grade Suggested	11 th Grade Suggested	12 th Grade Suggested	Beyond High School
Language Arts 7 1.00	Language Arts 8 1.00	2.00	Language Arts	3.00	Language Arts 9 1.00	Language Arts 10 1.00	Language Arts 11 1.00	(1 additional credit -- class of 2011)	There are a number of options for education and training beyond high school, depending on your career goals. > Certificate > Associate degree > Bachelor degree > Professional degree > On-the-job training > Apprenticeship > Military training
Pre-Algebra 1.00	Elm. Algebra or Applied Math 1.00	2.00	Math	2.00	Geometry or Applied Math II 1.00	Intermediate Algebra 1.00	(1 additional credit -- class of 2011)		
Science .50	Science 1.00	1.50	Science	2.00	Earth Systems 1.00	Biological Science 1.00	(1 additional credit -- class of 2011)		
Utah Studies .50	U.S. History I 1.00	1.50	Social Studies	2.50	World Civilizations .50	Geography for Life .50	U.S. History II 1.00	U.S. Government and Citizenship .50	
P.E. 1.00	Health .50	1.50	P.E./Health	2.00	Participation Skills and Techniques .50	Fitness for Life. 50 / Health Education .50 Lifetime Activities or Sport .50			
The Arts .50	The Arts .50	1.00	Fine Arts	1.50	Fine Arts Courses 1.50				
			Financial Literacy	.50			Financial Literacy .50		
			Computer Tech.	.50	Computer Technology .50				
CTE Intro 1.00		1.00	Career and Technical Education	1.00	Career and Technical Education Recommended Pathway Courses (Students may select individual courses for exploration, or complete pathway for an in-depth focus.) CLASS AVAILABILITY MAY VARY AT YOUR HIGH SCHOOL				<div>1.00 credits</div> <div>2.00 credits</div> <div>3.00 credits for completion</div>
Workforce Trends Accountants, those with a CPA, continue to be in demand in both public and private industry audit and tax specialties. Demand is especially high in the tax and health care areas. Accountants who have a lot of special skills, such as certified public accountants (CPAs) and certified management accountants, should have the easiest time finding a job. Get the Facts In Utah, a Certified Public Accountant (CPA) must have a master's degree in accounting and be licensed. The license must be renewed every two years. Core Curriculum and elective requirements may vary district to district. Check with your school counselor. Concurrent enrollment course offerings vary by school and district. Many Utah post-secondary programs accept high school courses toward a two- or four-year degree through concurrent enrollment. Check regional post-secondary Pathways for details.		Course # Introductory Courses: (preferred) 52.0417 Computer Technology .50 52.0461 Word Processing Basics/Keyboarding .50 Foundation Courses: (required) 52.0312 Accounting I .50 52.0322 Accounting II .50 Elective Courses: 52.0332 Accounting III .50 52.0342 Accounting IV .50 52.0813 Banking & Finance .50 52.0511 Business Communications I .50 52.0521 Business Communications II .50 52.0441 Business Law .50 52.0211 Business Management .50 52.0311 Business Math .50 52.0611 Economics .50 52.0419 Electronic Spreadsheets & Databases .50 52.0621 Entrepreneurship .50 08.0708 Marketing .50 32.0199 Student Internship .25							

Note: For more information talk to your school counselor.

High School to College and Career Pathway: Secondary

Area of Study: Business Education



Pathway: Business Administrative Support

Middle School		State Requirements			High School Suggested Education Plan				College & Careers			
7 th Grade	8 th Grade	Middle School		High School	9 th Grade Suggested	10 th Grade Suggested	11 th Grade Suggested	12 th Grade Suggested	Beyond High School			
Language Arts 7 1.00	Language Arts 8 1.00	2.00	Language Arts	3.00	Language Arts 9 1.00	Language Arts 10 1.00	Language Arts 11 1.00	(1 additional credit -- class of 2011)	There are a number of options for education and training beyond high school, depending on your career goals. > Certificate > Associate degree > Bachelor degree > Professional degree > On-the-job training > Apprenticeship > Military training			
Pre-Algebra 1.00	Elm. Algebra or Applied Math 1.00	2.00	Math	2.00	Geometry or Applied Math II 1.00	Intermediate Algebra 1.00	(1 additional credit -- class of 2011)					
Science .50	Science 1.00	1.50	Science	2.00	Earth Systems 1.00	Biological Science 1.00	(1 additional credit -- class of 2011)					
Utah Studies .50	U.S. History I 1.00	1.50	Social Studies	2.50	World Civilizations .50	Geography for Life .50	U.S. History II 1.00	U.S. Government and Citizenship .50				
P.E. 1.00	Health .50	1.50	P.E./Health	2.00	Participation Skills and Techniques .50	Fitness for Life: .50 / Health Education .50 Lifetime Activities or Sport .50						
The Arts .50	The Arts .50	1.00	Fine Arts	1.50	Fine Arts Courses 1.50				Sample Occupations > Administrative Assistant > Customer Service Assistant > Desktop Publisher > Executive Secretary > Office Manager For more information on salary projections, labor market demand, and training options, visit www.careers.utah.gov			
			Financial Literacy	.50			Financial Literacy .50					
			Computer Tech.	.50	Computer Technology .50							
CTE Intro 1.00		1.00	Career and Technical Education	1.00	Career and Technical Education Recommended Pathway Courses (Students may select individual courses for exploration, or complete pathway for an in-depth focus.) CLASS AVAILABILITY MAY VARY AT YOUR HIGH SCHOOL							
Workforce Trends According to the U.S. Department of Labor, secretaries and administrative assistants held more than 4.1 million jobs in 2004. This is one of the largest job categories in the U. S. About 9 out of 10 secretaries work in firms providing services. These services range from education and health care to legal and business services. Get the Facts In the early days of mechanical typewriters, proficient typists could type so fast that the keys frequently jammed against each other. The familiar but illogical QWERTY keyboard was then developed in an effort to space often-used keys apart to prevent jamming.		Core Curriculum and elective requirements may vary district to district. Check with your school counselor. Concurrent enrollment course offerings vary by school and district. Many Utah post-secondary programs accept high school courses toward a two- or four-year degree through concurrent enrollment. Check regional post-secondary Pathways for details.		Course #				Introductory Courses: (preferred)	Credit	1.00 credits 2.00 credits 3.00 credits for completion		
				52.0417				Computer Technology			.50	
				52.0461				Word Processing Basics/Keyboarding			.50	
								Foundation Courses: (required)				
				52.0511				Business Communications I			.50	
				52.0471				Word Processing			.50	
								Elective Courses:				
				52.0312				Accounting I			.50	
				52.0322				Accounting II			.50	
				52.0451				Administrative Procedures			.50	
				52.0521				Business Communications II			.50	
				52.0441				Business Law			.50	
				52.0211				Business Management			.50	
				52.0311				Business Math			.50	
52.0254				Business Web Page Design		.50						
52.0447				Desktop Publishing I		.50						
52.0457				Desktop Publishing II		.50						
08.0708				Marketing		.50						
32.0199				Student Internship (Critical Workplace Skills)		.25						

Note: For more information talk to your school counselor.

High School to College and Career Pathway: Secondary

Area of Study: Business Education



Pathway: Business Technology Support

Middle School		State Requirements			High School Suggested Education Plan				College & Careers
7 th Grade	8 th Grade	Middle School		High School	9 th Grade Suggested	10 th Grade Suggested	11 th Grade Suggested	12 th Grade Suggested	Beyond High School
Language Arts 7 1.00	Language Arts 8 1.00	2.00	Language Arts	3.00	Language Arts 9 1.00	Language Arts 10 1.00	Language Arts 11 1.00	(1 additional credit -- class of 2011)	There are a number of options for education and training beyond high school, depending on your career goals. > Certificate > Associate degree > Bachelor degree > Professional degree > On-the-job training > Apprenticeship > Military training
Pre-Algebra 1.00	Elm. Algebra or Applied Math 1.00	2.00	Math	2.00	Geometry or Applied Math II 1.00	Intermediate Algebra 1.00	(1 additional credit -- class of 2011)		
Science .50	Science 1.00	1.50	Science	2.00	Earth Systems 1.00	Biological Science 1.00	(1 additional credit -- class of 2011)		
Utah Studies .50	U.S. History I 1.00	1.50	Social Studies	2.50	World Civilizations .50	Geography for Life .50	U.S. History II 1.00	U.S. Government and Citizenship .50	
P.E. 1.00	Health .50	1.50	P.E./Health	2.00	Participation Skills and Techniques .50	Fitness for Life. 50 / Health Education .50 Lifetime Activities or Sport .50			
The Arts .50	The Arts .50	1.00	Fine Arts	1.50	Fine Arts Courses 1.50				
			Financial Literacy	.50			Financial Literacy .50		
			Computer Tech.	.50	Computer Technology .50				
CTE Intro 1.00		1.00	Career and Technical Education	1.00	Career and Technical Education Recommended Pathway Courses (Students may select individual courses for exploration, or complete pathway for an in-depth focus.) CLASS AVAILABILITY MAY VARY AT YOUR HIGH SCHOOL				Sample Occupations > Customer Service Assistant > Desktop Publisher > Executive Assistant > Office Manager > Secretary > Web Page Manager For more information on salary projections, labor market demand, and training options, visit www.careers.utah.gov
Workforce Trends According to the Utah Department of Workforce Services, a total of 41,000 average annual job openings are expected for administrative assistant positions through the year 2010. Get the Facts The World Wide Web has changed the way we communicate and consume information. Millions of Web pages already exist, with more in the works. However, most people don't possess the technical know-how to launch an eye-catching Web site. For those individuals with Web page design skills, job opportunities should be plentiful. Core Curriculum and elective requirements may vary district to district. Check with your school counselor. Concurrent enrollment course offerings vary by school and district. Many Utah post-secondary programs accept high school courses toward a two- or four-year degree through concurrent enrollment. Check regional post-secondary Pathways for details.				Course #	Introductory Courses: (preferred)	Credit	1.00 credits <		

Note: For more information talk to your school counselor.

High School to College and Career Pathway: Secondary

Area of Study: Business Education



Pathway: Business Entrepreneurship

Middle School		State Requirements			High School Suggested Education Plan						College & Careers
7 th Grade	8 th Grade	Middle School		High School	9 th Grade Suggested	10 th Grade Suggested	11 th Grade Suggested	12 th Grade Suggested	Beyond High School		
Language Arts 7 1.00	Language Arts 8 1.00	2.00	Language Arts	3.00	Language Arts 9 1.00	Language Arts 10 1.00	Language Arts 11 1.00	(1 additional credit -- class of 2011)	<p>There are a number of options for education and training beyond high school, depending on your career goals.</p> <p>> Certificate</p> <p>> Associate degree</p> <p>> Bachelor degree</p> <p>> Professional degree</p> <p>> On-the-job training</p> <p>> Apprenticeship</p> <p>> Military training</p>		
Pre-Algebra 1.00	Elm. Algebra or Applied Math 1.00	2.00	Math	2.00	Geometry or Applied Math II 1.00	Intermediate Algebra 1.00	(1 additional credit -- class of 2011)				
Science .50	Science 1.00	1.50	Science	2.00	Earth Systems 1.00	Biological Science 1.00	(1 additional credit -- class of 2011)				
Utah Studies .50	U.S. History I 1.00	1.50	Social Studies	2.50	World Civilizations .50	Geography for Life .50	U.S. History II 1.00	U.S. Government and Citizenship .50			
P.E. 1.00	Health .50	1.50	P.E./Health	2.00	Participation Skills and Techniques .50	Fitness for Life. 50 / Health Education .50 Lifetime Activities or Sport .50					
The Arts .50	The Arts .50	1.00	Fine Arts	1.50	Fine Arts Courses 1.50				<p>Sample Occupations</p> <p>> Inventor</p> <p>> Retail Owner/Operator</p> <p>> Sales & Service Owner</p> <p>> Web Developer/Owner</p> <p>> Venture Capitalist</p>		
			Financial Literacy	.50			Financial Literacy .50				
			Computer Tech.	.50	Computer Technology .50						
CTE Intro 1.00		1.00	Career and Technical Education	1.00	Career and Technical Education Recommended Pathway Courses (Students may select individual courses for exploration, or complete pathway for an in-depth focus.) CLASS AVAILABILITY MAY VARY AT YOUR HIGH SCHOOL						
<p>Workforce Trends</p> <p>To be an entrepreneur you don't need to be a certain age. A lot of teens are successful entrepreneurs. The U.S. Small Business Administration has a Teen Business Link to help teens start, grow, and own a business: http://www.sba.gov/teens/</p> <p>Get the Facts</p> <p>70% of the new jobs in America are created by small businesses, and 90% of these businesses are sole proprietorships.</p>		<p>Core Curriculum and elective requirements may vary district to district. Check with your school counselor.</p> <p>Concurrent enrollment course offerings vary by school and district.</p> <p>Many Utah post-secondary programs accept high school courses toward a two- or four-year degree through concurrent enrollment. Check regional post-secondary Pathways for details.</p>		Course #	Introductory Courses: (preferred)	Credit	1.00 credits				
				52.0417	Computer Technology	.50					
				52.0461	Word Processing Basics/Keyboarding	.50					
				Foundation Course: (required)							
				52.0621	Entrepreneurship	.50					
				08.0708	Marketing	.50					
				Elective Courses:							
				52.0312	Accounting I	.50					
				52.0322	Accounting II	.50					
				08.9904	Advertising/Promotion	.50					
				52.0813	Banking & Finance	.50					
				52.0511	Business Communications I	.50					
				52.0521	Business Communications II	.50					
				52.0441	Business Law	.50					
				52.0211	Business Management	.50					
				52.0311	Business Math	.50					
				52.0254	Business Web Page Design	.50					
				08.0710	Customer Service	.50					
				52.0611	Economics	.50					
				08.0211	Leadership Principles	.50					
08.1701	Real Estate	.50									
08.0903	Sports & Entertainment Marketing	.50									
32.0199	Student Internship (Critical Workplace Skills)	.50	3.00 credits for completion								

For more information on salary projections, labor market demand, and training options, visit www.careers.utah.gov

Note: For more information talk to your school counselor.